

## Administrative Order



**Administrative Order No.:** 7-23

**Title:** Reimbursement to County Employees for Loss of Personal Property

**Ordered:** 11/20/1990

**Effective:** 11/20/1990

### **AUTHORITY:**

Section 4.02, Home Rule Charter

Section 2-11.13, Dade County Code

### **POLICY:**

It is the policy of Metro-Dade County to reimburse County employees, within reason, for the loss or damage to their personal property when that loss or damage was incurred in the discharge of the employee's assigned duties, was not the result of the employee's negligence, and was not or could not otherwise be compensated. No reimbursement will be made for lost cash or for items of personal clothing, jewelry, or vehicles (land, sea or air), trailers, and the like. Claims of \$1000.00 or more must be approved by resolution of the Board of County Commissioners.

### **PURPOSE:**

The purpose of this administrative order is to clarify the policy and set forth the procedures for carrying out the intent of Section 2-11.13 of the Dade County Code, "Reimbursement to Dade County employees for certain loss or damage to personal property."

### **DEFINITION:**

For the purposes of this administrative order, the term "within reason" shall mean that the maximum amount of reimbursement to employees will generally be for the cost of standard quality or brand replacement of the item(s) in question, or the actual cost of repair, whichever is less. Employees in those classifications in which there is a greater than normal risk of loss or damage to personal property are therefore advised against possessing costly or unusually expensive property while on duty. (See below, under "Maximum Reimbursements".)

## **MAXIMUM REIMBURSEMENTS:**

The Risk Management Division of the General Services Administration, in consultation with the individual departments and the Office of Management and Budget, shall make the final determination as to the amount(s) to be reimbursed.

In exceptional circumstances, reimbursements exceeding "standard quality or brand" value may be warranted. Additional documentation in justification of such requests will be required.

## **REQUIRED TOOLS:**

Employees whose job assignments entails the possession of a prescribed list of tools will be reimbursed for the loss of those tools upon affirmation by their supervisors that the employees did in fact possess the required tools. Employees who bring to work tools other than such required tools, and who would wish to be reimbursed for these other tools in case of their loss, must have on file with their supervisors current itemized listings of such tools, and, in case of their loss, the supervisors must affirm that to the best of their knowledge, said tools were among the items lost. Without such a list and affirmation by the supervisors, no reimbursement will be made for the loss of tools that employees are not required to have on the job.

## **PROCEDURES:**

The following responsibilities and procedures shall apply:

### **1. Employee:**

1. Completes Notice of Loss form (including subrogation agreement), and attaches pertinent police or other incident reports and other documentation as required (together comprising the "claim");
2. obtains departmental approval; and
3. together with memorandum and resolution for County Commission action, if necessary, transmits claim to Risk Management Division.

Claims should be filed as soon after the loss or damage is sustained as is practical, but, in any case, will not be accepted if not filed within two years.

### **2. Department:**

1. Prepares memorandum and resolution for Commission action (for claims of \$1000 or more) and sponsors resolution;
2. on receipt of approved claim documents from Risk Management, forwards same to Finance Department, along with appropriate budget codes, for payment.

**3. Risk Management Division:**

1. Assures completeness and appropriateness of the claim with respect to its compliance with the provisions of the County Code and of this administrative order, returning claims to employee for any needed correction(s);
2. reviews completed claim and approves or disapproves payment; transmits copy of Notice of Loss form to the Clerk of the Board; returns disapproved claim to employee and transmits approved claim to the Office of Management and Budget (OMB);
3. following approval by OMB (for all claims), and County Manager's Office and County Commission (for claims of \$1000 or more), transmits copy of Notice of Loss form to Finance Department and approved claim to originating department for submittal to Finance Department for payment.

**4. Office of Management and Budget (OMB):**

1. Reviews action by Risk Management Division, consults with County Manager's Office where needed, and indicates its approval or disapproval of the claim;
2. transmits claims for under \$1000 back to Risk Management Division, and claims of \$1000 or more, to the County Manager's Office, for approval and placement on a County Commission agenda.

**5. County Manager's Office:**

1. Indicates approval or disapproval of claims of \$1000 or more, and places approved claims on Commission agenda.
2. following above action and any required action of the County Commission, transmits claims to Risk Management Division.

**6. Finance Department:**

1. Processes reimbursement to employee, retaining necessary items and transmitting remainder of claim materials and payment to employee.

In following the above procedures, approval by OMB shall constitute approval by the County Manager.

**APPEALS:**

Employees whose claims have been disapproved at any administrative level may appeal in writing to the County Manager.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.  
County Manager